



Meeting Date	March 10, 2010	Time	10:30 – 12:00
Location	SSMC2 18246 Conference Call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Mark St. Clair		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office		
Cynthia Rich	Finance Office		
Mark StClair	Finance Office		
Kathy Bruchey	Finance Office		
Tom Bezila	Finance Office		
Kathy Dillehay	Finance Office		
Brenda Hernandez	NMFS		
Tiyo Fonte	NMFS		
Herbert Callands	NWS		
Renee Galloway	NOS		
Sherry Hott	NOS		
Linda Rubio	NESDIS		
Paul Johnson	OAR		
Andrea Moore	OAR		
Alicia Taylor	NESDIS		
Gerald Thomas	NMAO		
Malcolm Orr	OGC		
Thomas Santymire	Budget Office		
Angela Chu	Budget Office		
Valda Ferrell-Evans	CMFD		
Zoraida Vasquez	BIS		
FMC/Guest Name	Organization		E-mail
Sheryl Trent	NMFS		
Vernell Stultz	OMAO		
Debra Lucas	OAR		
Sue Synder	OAR		
NiKonda Surrent	NESDIS		
Sue Bracey	NWS		
Brian Crawley	NWS		
Rhonda Stewart	NWS		
Amy Yu	CAO		

Lillian O'Dell	NWS		
Sylvia Scott	OAR		
Gary Barone	NMFS		
Brenda Seader	OAR		
Dawn DiFiore	NMFS		

Agenda:

1. Minutes from Jan RWG meeting – Mark St. Clair
2. What remains for RWG – Mark St. Clair
3. Next meeting(s) – Group Decision

The next meeting will be:	June 9, 2010
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Minutes:

Training – much discussion was had re training. Sherry Hott asked about “A-Z” training for reimbs. Cindy Rich noted that Finance training staff does not have background for such training. Paul Johnson suggested that anyone interested request DOC/GC training on approp law and the legal side of reimbs. Kathy Dillehay suggested adding Reimb Team staff to Finance training sessions on reimbs to go over some approp law concepts, etc., and possibly asking DOC/GC to participate in same. Discussions also included “new user” vs. “refresher” training. Sherry Hott suggested systems training when systems applications were changed for whatever reason(s). A request was made for the Treasury FASTBOOK weblink: <http://www.fms.treas.gov/fastbook/index.html>

Project close-out – Sue Snyder asked about closing out projects. Cindy Rich suggested use of RA502D & 503D reports to verify balances and what actions would be needed to properly close projects.